

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Kansas Department of Children and Families	9. Position Number	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Accountant I	
3. Division Wichita Region	12. Proposed Class Title	
4. Section Strategic Operations	13. Allocation	
5. Unit Accounting	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Wichita County Sedgwick	15. By Approved	
7. (Circle appropriate time) <b>Full Time</b> <u>Perm</u> Inter Part Time Temp %	16. Audit	
	Date: By:	
8. Regular Hours (circle appropriate time) From: 8 <u>AM</u> /PM To: 5 <u>AM</u> / <u>PM</u>	16. Audit	
	Date: By:	
17. Position Reviews		Date: By:

## PART II - Organizational Information

### Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position exists to ensure accurate and prompt payments are made following appropriate laws, rules and regulations. The position functions as a support to the fiscal officer for the region.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Tamara Woods

Title: Assistant Regional Director

Position Number: K0214646

Who evaluates the work of an incumbent in this position?

Name: Tamara Woods

Title: Assistant Regional Director

Position Number: K0214646

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Considerable latitude is given to this employee to complete work for implementing plans and procedures to administer social service programs. This employee is responsible for formulating and executing policies, methods and procedures necessary for program operation. Instructions include: State and Federal law, rules and regulations; state and local policy directives. Assignments are normally general, broad directives or expectations without detail.

- d) Which statement best describes the result of error in action or decision of this employee.
- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
  - ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( X ) Major program failure, major property loss, or serious injury of incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task.

Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E O R M	
1.	50%	E	Process accounts payable and accounts receivable functions using the Statewide Management Accounting and Reporting Tool (SMART). Most tasks are in support of Accountant II. Prepare reports as directed by Director of Operations and Central Office.
2.	20%	E	Complete Purchase Requisitions as needed by the Agency. Complete Requests for Imprest checks.
3.	20%	E	Complete internal auditing procedures to include P-Card and travel and expense reports. Collaborate with Accounting team to make needed adjustments to internal policy and procedure.
5.	10%	E	Other duties as assigned.

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\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to properly perform the duties could result in inappropriate use of federal or state funds and delayed payments to providers. Delayed payments to providers can have a major impact on the ability of providers to carry out the mission of the Department for Children and Families.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- (     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- (     ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- (     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Work requires much contact with other employees throughout the agency, outside vendors and some client contact. Good customer service skills are required.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Risks are those typical of any office environment.

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26. List machines or equipment which is currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of personal computer and other office equipment, telephone/fax machine, copier.

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

See Classification Specs

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### **28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Must gain and maintain security clearance throughout employment.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Bachelor of Business Administration with Accounting Emphasis

BBA with AA in Accounting

Work experience with a mainframe accounting system, Excel, Quickbooks, and word processing software.

~~Work experience using state of Kansas computer systems KAFCSFS KSCARES and/or FARMS~~

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This position works at a desk in an office setting, requires the use of a personal computer and telephone and frequently interfaces with agency staff, the public, customers and vendors for the purpose of gathering and providing information. Travel throughout the state is occasionally necessary.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employee is instructed to use discretion in all contacts with public to prohibit breach of confidentiality. Employee is instructed to use standard safety devices available and provided for machinery and equipment, e.g., wrist rests for PC, seatbelt for automobiles, etc.

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### **PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date